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HR-LF-Deng-2020-04412

APPLICATION FOR LEAVE

Name	:	Chee Hor Chean
Department	:	Deng HQ
Designation	:	JR. SALES & MARKETING EXECUTIV
Date Applied	:	28-10-2020 (Wed) 11:57:34

Type of Leave	:	Unpaid Leave
Date From	:	13-11-2020 (Fri) To 13-11-2020 (Fri)
Date Resume	:	14-11-2020 (Sat)
Duration	:	1.0 Day(s)
Reason	:	Settle personal things
Remarks	:	Settle personal things

Leave Entitlement	:	20.0 Day(s)
Leave Taken	:	19.5 Day(s)
Leave Balance	:	0.5 Day(s)

Annual Leave	:	15.0 Day(s)
Emergency Leave	:	4.5 Day(s)
Unpaid Leave	:	1.0 Day(s)
Medical Leave	:	0.0 Day(s)
Maternity Leave	:	0.0 Day(s)
Compassionate Leave	:	0.0 Day(s)
Paternity Leave	:	0.0 Day(s)
Examination Leave	:	0.0 Day(s)
Hospital Leave	:	0.0 Day(s)

Approved by	:	Loh Thai Cheong 31-10-2020 (Sat) 14:42:46

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Settle Personal Things

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